

AMERICAN CONSULAR SERVICE



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THE FOREIGN SERVICE.

The Diplomatic and Consular Services, known collectively as the Foreign Service, constitute the field force for the conduct of the foreign relations of the United States. The work of the two services is in many respects closely allied. The Diplomatic Service is charged with the conduct of official intercourse between the Government of the United States and the other Governments of the world. It is composed of 49 diplomatic missions, known as embassies or legations according to their importance, situated at the capitals of as many foreign countries. Each mission consists of an ambassador, minister or chargé d'affaires, and one or more secretaries. It is the duty of a mission, in addition to serving as the official channel of communication between our Government and the Government to which it is accredited, to protect the lives and property of American citizens, to observe and report to the Secretary of State upon political and other conditions in the country of its residence, and, in conjunction with the Consular Service, to safeguard and promote the general and commercial interests of the United States and of individual citizens.

The Consular Service shares with the Diplomatic Service the duty of protecting the lives and property of American citizens abroad; both are actively concerned with safeguarding and promoting the general and commercial interests of the Nation and of individual Americans; and they collaborate in observing and reporting upon conditions in the countries of their residence. In these fields of common endeavor the work of the two services is coordinated in each country. Consuls deal with matters involving relations with local authorities, while the diplomatic mission deals with those requiring contact with the central authorities. The diplomatic mission is concerned primarily, but by no means exclusively, with political affairs, while consuls give their more special attention to investigations and reports of an economic nature and to assisting individual American exporters in the extension of their foreign trade. Consuls also perform important administrative functions, and act in general as the business, as distinguished from the political, agents of the Government.

The duties of officers in both the Diplomatic and Consular Services place special requirements upon them in the way of character and ability. To the individuals who can meet these requirements the careers offer, on the other hand, unusual advantages.

The members of both services occupy abroad positions of dignity and consequence. Diplomatic officers are accorded by international law, in the countries of their residence, full immunity from the local jurisdiction and important special privileges. Consular officers have, by treaty and usage and under the law of nations, the privileges and immunities necessary to the accomplishment of their functions.

Diplomatic officers are frequently the guardians of the most vital interests of the United States. Grave fiscal and administrative responsibilities rest upon consular officers.

The work of both brings them into direct contact with leaders of thought and action in the field of government, the professions, and business. In foreign eyes they represent the United States and its institutions.

Diplomatic officers must establish and maintain in the capitals in which they reside a position befitting the commanding prestige of the United States among nations. A similar, though possibly less exigent, duty devolves upon consular officers in the communities to which they are assigned.

Adaptability, balance, tact, sound judgment, rigid impartiality, and integrity, as well as thorough general education and technical proficiency, are essential factors in the success of each.

Each service imposes a strict discipline upon its members. They must perform without question the duties assigned to them by the Secretary of State, and proceed without demur to whatever parts of the world they may be ordered. Long hours and hard work are frequently the rule. Officers are also expected to perform, and do perform, their duty without regard for discomfort or personal danger.

The reward of the Foreign Service is not a money reward. The salaries paid to officers in the Diplomatic Service are inadequate and those in the Consular Service are not comparable with the salaries attained by the conspicuously successful in business. The appeal, however, is not to those who seek only material gain.

The Foreign Service offers instead the cultural advantages of foreign travel, active contact with leaders in other lands, and the opportunity of distinguished patriotic achievement. It offers the spiritual gratification to be found in the path of public service and responsibility.

THE AMERICAN CONSULAR SERVICE.

ORGANIZATION.

The Consular Service is charged with the duty of protecting the interests of the Government and of American citizens abroad and with extending and protecting American trade in foreign countries. Unlike the *Diplomatic Service*, which is the agency through which one government communicates with another in the conduct of international affairs and which deals with the *central* governments of foreign nations, the relations of the Consular Service are with local authorities and individuals. The sphere of action of a diplomatic officer is the entire country to which he is sent. A consular officer, on the other hand, finds his sphere of action in the portion of the foreign country assigned to him and technically known as his consular district. This fact together with the nature of his functions bring him into more direct contact with commerce than is the case with the diplomatic officer.

An exceptional opportunity is offered by the Consular Service to young men who wish to serve their country abroad and assist in the protection of the interests of the Government and of their fellow citizens, in the expansion of American trade, and in the promotion of good relations with the peoples of other countries.

Consular officers are of various grades designated in the order of their importance. Each grade, except the grade of student interpreters and consular agents, embraces several classes of officers as will more readily be seen from the table under the head of "Compensation." In addition to commissioned consular officers, such as consuls general, consuls, vice consuls, interpreters, consular assistants, student interpreters, and consular agents, the personnel of the service includes a large number of clerks and subordinate employees. Consular officers are stationed throughout the world in places important politically or commercially where there are important American interests to protect or actual or prospective commerce to facilitate.

DUTIES.

Practically all of the functions of a consular officer may be classified under two heads—(a) protection of the interests of his countrymen and (b) facilitation of trade. In fulfilling these functions he serves, either directly or indirectly, every department of the Government and virtually every citizen of the United States. Among the duties under the latter heading, consular officers are expected to endeavor to maintain and promote all the rightful interests of American citizens and to protect them in all privileges provided for by treaty or conceded by usage; to visé, and, when so authorized, to issue passports; when permitted by treaty, law, or usage, to take charge of and settle the personal estate of Americans who may die abroad without legal or other representatives, and remit the proceeds to the Treasury in case they are not called for by a legal representative within one year; to ship, discharge, and under certain conditions, maintain and send American seamen to the United States; to settle disputes between masters and seamen of American vessels; to

investigate charges of mutiny or insubordination on the high seas and send mutineers to the United States for trial; to render assistance in the case of wrecked or stranded American vessels, and, in absence of the master or other qualified person, take charge of the wrecks and cargoes if permitted to do so by the laws of the country; to receive the papers of American vessels arriving at foreign ports and deliver them after the discharge of the obligations of the vessels toward the members of their crews, and upon the production of clearances from the proper foreign port officials; to act as official witnesses to marriages of American citizens abroad; to aid in the enforcement of the immigration laws, and to certify to the correctness of the certificates issued by Chinese and other officials to Chinese persons coming to the United States; to protect the health of our seaports by reporting weekly the sanitary and health conditions of the ports at which they reside, and by issuing to vessels clearing for the United States bills of health describing the condition of the ports, the vessels, crews, passengers, and cargoes; and to take depositions and perform other acts which notaries public in the United States are authorized or required to perform.

In addition to the foregoing duties, consular officers in China, Turkey, Siam, Morocco, and a few other so-called non-Christian countries are invested with judicial powers over American citizens in those countries. These powers are usually defined by treaty, but generally include the trial of civil cases to which Americans are parties, and in some instances extend to the trial of criminal cases.

When disasters occur in his consular district, an officer is required to report to the Department of State whether Americans or American interests have been affected in any way, and to point out any steps which should be taken by those interested. Consular officers also assist in the enforcement of the plant quarantine and the administration of the various measures provided by law for the protection of the United States against the introduction of animal diseases.

A second heading, "Facilitation of trade," includes duties offering unlimited opportunities to a capable, industrious, and interested man. A consular officer is expected to reply fully and in a practical manner to the numerous inquiries which he receives from American business houses in regard to commercial questions and the possibility of marketing their products in his consular district. Another duty of prime importance is the promotion of American commerce by reporting available opportunities for the introduction of our products, aiding in the establishment of relations between American and foreign commercial houses, and lending assistance wherever practicable to the marketing of American merchandise abroad.

In the facilitation of trade and to aid in the collection of customs revenue, consular officers are required to certify to the correctness of the valuation of merchandise exported to the United States in cases where the shipments amount to more than \$100, and to certify to the landing abroad of merchandise shipped from the United States on which a refund of duty or taxes is to be claimed by virtue of its exportation.

They cooperate with the Department of Agriculture in the introduction of new and valuable plants, and assist in the search for means of combating insect pests and blights. They cooperate with the

Department of Labor in reporting on matters connected with immigration and on labor conditions in their districts; and with the Department of the Interior by reporting on mining, education, conservation, and reclamation.

DEFINITION OF THE VARIOUS GRADES OF OFFICERS.

CONSULS GENERAL AT LARGE.

The President, by and with the advice and consent of the Senate, is authorized to appoint seven consuls general at large, and it is the duty of these officers to make such inspections of consular offices as the Secretary of State shall direct, inspecting each consular office once in every two years. These officers receive salaries of \$5,000 a year and traveling and subsistence expenses when inspecting. The law requires that only officers already in the Consular Service shall be eligible for appointment as consuls general at large.

CONSULS GENERAL AND CONSULS.

Consuls general and consuls are what are technically designated principal consular officers, as distinguished from subordinate officers. They are usually assigned to take responsible charge of consulates general and consulates, while subordinate consular officers are assigned to duty in those offices under the direction of the principal officers. The compensation of consuls general and consuls is prescribed by law and is indicated herein under the head of "Compensation."

CONSULS FOR ECONOMIC INVESTIGATIONAL WORK.

The regulations make provision for the appointment of not more than 25 consuls of Classes III, IV, and V to serve as assistants to consuls general in economic investigational work. Instead of dividing their time between the various kinds of consular duties and economic investigations, consuls of this grade devote their entire time to economic investigations and acting as assistants to consuls general in supervising the economic investigations made by other consuls under the supervision of the consuls general. Eligibility to this grade is limited to consuls of Class VI or above, or to persons not in the service who shall have passed the oral examination for the Consular Service and an examination equivalent to that prescribed by the Civil Service Commission for economist. Prerequisites for consideration for this examination are graduation from a college or university of recognized standing and at least two years' experience in economic and statistical investigations. Members of this specially designated corps of officers are not placed in charge of consulates, but serve as assistants in consulates general or consulates and travel over such portions of the countries in which they are stationed as may be necessary.

VICE CONSULS.

Vice consuls are consular officers subordinate to consuls general or consuls, and perform consular duties within the limits of their consulates at the same or at different points and places from those at which their principals are located, except that when they take charge of a consulate general or a consulate during the absence of the principal officer they are regarded as substitute officers. They

perform such duties of the consular offices to which they may be assigned as are described in the Consular Regulations and Laws of the United States, and which they may be directed to perform by the principal officer under whom they serve.

There are two grades of vice consuls—one designated vice consuls *de carrière*, vacancies in which are filled by promotion from the grades of consular assistant and student interpreter or by the appointment of candidates who have satisfactorily passed the examination for consul or vice consul prescribed by the Executive order of June 27, 1906; and the other vice consul not of career, vacancies in which grade are filled by candidates selected by the Secretary of State, without examination. Vice consuls *de carrière* are eligible to promotion on the basis of ability and efficiency without further examination from Class III (salary \$2,500) to Class II (salary \$2,750); thence to Class I (salary \$3,000), after which they are eligible to promotion to the grade of consul of Class VI (salary \$3,500). Vice consuls not of career are not eligible to promotion to the grade of vice consul *de carrière* and consul without undergoing the usual examination. They receive compensation at the rate of one-half the salary of the principal officer in charge of the post, but only for the period during which he may be absent on leave or for other reasons. Vice consuls not of career receive no other compensation unless they be also employed as clerks, in which case they receive salary for their services as clerks, ranging as a rule from \$500 to \$2,000, according to the location and responsibility of the post to which they may be assigned.

CONSULAR ASSISTANTS.

There are 15 consular assistants, who are appointed by the President and hold office during good behavior. They may be assigned, from time to time, to such consular offices and with such duties as the Secretary of State may direct. These duties are in connection with and similar to those described as intrusted to consuls. Consular assistants may be and frequently are designated to act as vice consuls in the offices to which they are assigned. They are eligible for promotion, based upon the efficiency which they show in consular work, to the grade of consul or vice consul *de carrière* without further examination.

STUDENT INTERPRETERS.

Provision is made for 15 student interpreters in China, Japan, and Turkey. These officers are required to study the language of the country to which they are sent with a view to becoming interpreters and vice consuls in embassies, legations, or consulates in China, Japan, and Turkey, and eventually consuls and consuls general. All candidates for appointment are required to pass the prescribed examination. Upon receiving an appointment each student interpreter is required to sign an agreement to continue as interpreter for the Government as long as his services may be required within a period of five years. After acquiring a knowledge of the language of the country and passing the first examination for promotion, usually at the end of the second year of service, students are promoted to the position of junior interpreter or vice consul *de carrière* of Class III, the salary of which is \$2,500; and after passing the second examination for promotion, usually at the end of the third or fourth year, they are promoted to the position of senior interpreter or vice consul *de car-*

rière of Class I, the salary of which is \$3,000, after which they are eligible without further examination to promotion on the basis of efficiency as shown in the service to the grade of consul of Class VI.

The regulations printed in this pamphlet outline the prescribed course of study and the nature of the examination. When assigned to consular offices, student interpreters and vice consuls will perform such duties as are described in the Consular Regulations and Laws of the United States, and such as they may be directed to perform by the principal officers under whom they serve.

CONSULAR AGENTS.

A consular agent is an officer subordinate to a consul general or a consul, exercising similar, but limited, powers at a place different from that at which the consulate general or consulate is situated. He acts entirely under the direction of his principal, and is usually a local business man. His compensation is derived from fees and may not under the law exceed \$1,000 per annum.

CLERKS IN CONSULAR OFFICES.

Clerks in the consular offices are usually selected and appointed by the Secretary of State. The initial basic compensation of these positions is about \$1,800 a year, depending upon the post. Compensation begins upon the date of departure for the post, and the cost of transportation to the post is paid by the Government. Each clerk before his departure is required to sign an agreement to continue in the service for not less than two years in case his services should be desired.

In the case of men such appointments are restricted to those who are unmarried and without dependents, as it is now seldom found practicable to pay compensation in an amount sufficiently large to justify the appointment of married men, nor is the appropriation for transportation sufficient to permit the payment of transportation of wives and families of clerks in the foreign service.

The duties of clerks embrace bookkeeping, letter writing, recording and filing correspondence, typewriting, and such routine consular work as may be assigned to them by the officers in charge. It is desirable, though not imperative, that clerks should be stenographers and possess a knowledge of the language of the country in which they are to be employed. Only American citizens under 35 years of age are eligible as clerks with compensation of more than \$1,000 per annum. Preference is given to honorably discharged soldiers and sailors who possess the requisite qualifications.

It is the practice of the department to commission clerks as vice consuls only when a need exists at the office to which they are assigned, and not until they have served for a sufficient period to judge of their abilities and conduct and that they merit such recognition. Whenever clerks are commissioned as vice consuls not of career their duties do not change, and they are not eligible to promotion to the grade of vice consul *de carrière* or consul without undergoing the usual examinations. A commission as vice consul not of career does not carry with it an increase in compensation.

Appointees are expected to remain in the service for at least two years, and their transportation expenses in returning to the United States in case of resignation are not payable unless they have served for that period. They are, furthermore, expected to accept such assignments or transfers as the department may deem desirable in the best interests of the service. No appointments can be considered for special countries, although a statement as to preferences of assignment is welcomed by the department. No one who is not in excellent physical condition will be considered for these positions, and the department may require a physical examination.

In order to become eligible for promotion to the grade of student interpreter, consular assistant, vice consul *de carrière*, or consul, clerks must qualify by passing the prescribed examinations for those grades.

EFFICIENCY RECORDS.

Though the scene of his activities may be far removed from the United States, a consular officer's work is nevertheless closely watched by the Department of State, and he is given every opportunity to show what he can do and credit for all that he accomplishes. A detailed efficiency record is kept in Washington, based upon his reports, the manner in which he handles business intrusted to him, and his knowledge of the technique of consular administration. Any special commendation which may come to the department is entered upon this record. Furthermore, his office is visited at intervals by a consular inspector, who examines its condition and administration, reports the facts to the department, and gives the officer counsel and advice.

ASSOCIATIONS.

A consular officer's duties bring him into contact with the leaders in his consular district in every important activity, governmental, professional, commercial, and otherwise. As the representative of his Government, he is expected to maintain a good position in the community, and to that end his adaptability, balance, tact, and integrity are important factors in his success.

COMPENSATION.

Consuls general, consuls, vice consuls *de carrière*, consular assistants, junior and senior interpreters, and student interpreters receive stipulated salaries prescribed by law and regulations, and are prohibited from engaging in private business in the country in which they have their official residence. This prohibition also applies to vice consuls not of career who are also employed as clerks in consular offices, and to clerks and other employees who are regularly employed and are paid an annual or monthly compensation. Consular agents receive as their compensation one-half of the fees collected by them, not exceeding, however, \$1,000 in any one year. Consular agents may engage in private business in the country of their official residence provided there be no conflict between the private business and the public responsibilities involved in the office of consular agent.

In regard to compensation consular officers are graded and classified as follows:

CLASSIFIED SERVICE.

Annual salary.

Consuls general at large (with traveling and subsistence expenses) -----	\$5,000
Consuls general, Class I -----	12,000
Consuls general, Class II -----	8,000
Consuls general, Class III -----	6,000
Consuls general, Class IV -----	5,500
Consuls, Class I ¹ -----	8,000
Consuls, Class II ¹ -----	6,000
Consuls, Class III -----	5,000
Consuls, Class IV -----	4,500
Consuls, Class V -----	4,000
Consuls, Class VI -----	3,500
Consuls, Class VII -----	3,000
Vice consuls <i>de carrière</i> , Class I -----	3,000
Vice consuls <i>de carrière</i> , Class II -----	2,750
Vice consuls <i>de carrière</i> , Class III -----	2,500
Interpreters, senior -----	3,000
Interpreters, junior -----	2,500
Consular assistants, fourth year -----	2,000
Consular assistants, third year -----	1,800
Consular assistants, second year -----	1,650
Consular assistants, first year -----	1,500
Student interpreters (also provided with tuition and quarters) -----	1,500

UNCLASSIFIED SERVICE.

Vice consuls not of career: Compensation at the rate of one-half of the salary of the principal officer during his absence. These vice consuls at the same time may also hold the position of clerk and receive compensation for their services in that capacity.

Consular agents: Compensation provided by one-half of the fees collected, not to exceed a maximum of \$1,000 per annum.

Clerks: \$500 to \$2,500 per annum, according to responsibilities and locations. Clerks may also hold appointments as vice consul (not of career) and receive additional compensation when in charge of the consulate general or consulate during the absence of the principal officer.

In explanation of the compensation of vice consuls not of career and of clerks, it should be borne in mind that when the consul general or consul is temporarily absent from his post or is relieved from duty the vice consul legally authorized to assume charge of the consular office during said absence shall be entitled to receive, in addition to any compensation due him as a clerk or other subordinate employee, an amount sufficient to make his compensation for the period he may be in charge of the office equal to 50 per cent of the salary of the principal officer for that period. In case no principal officer shall at the time be so assigned, the additional compensation shall be computed on the basis of the salary of the principal officer last assigned to the post. A vice consul who received no compensation as a subordinate officer or an employee is entitled to compensation equal to 50 per cent of the salary of the principal officer assigned to the post for the period during which the vice consul shall be temporarily in charge of the office during the absence of the principal.

Consular assistants are not provided with living quarters by the Government. Student interpreters, on the other hand, are provided with living quarters as well as the cost of tuition.

Consular agents are not permitted to receive compensation of more than \$1,000 in any one year, which is paid from one-half of the fees which they collect for official service. Consular agents pay the rent of their offices and may engaged in private business, the

¹ No new appointments are made to these classes.

Government furnishing them with such postage, forms, record books, stationery, and similar articles as may be required for their official use.

Consular officers are required to account for all fees which they collect, and the salary fixed by law or regulation constitutes their sole and only compensation, except as specially provided in the case of consular agents who are compensated by one-half of the fees collected by them not exceeding, in any case, \$1,000 a year.

POST ALLOWANCES.

Provision is made by Congress, by way of additional compensation to consular officers, to permit the adjustment of their official incomes to the ascertained cost of living at the posts to which officers are assigned. This additional compensation is made to the fullest possible extent with the appropriation for the purpose indicated.

TRAVELING EXPENSES.

Under regulations prescribed by the Secretary of State, the Government defrays the actual and necessary expenses of transportation and subsistence of consular officers and clerks in consulates and their families and effects in going to and returning from their posts or when traveling under orders, but makes no allowance for any expense incurred in connection with leaves of absence.

LEAVES OF ABSENCE.

Within his discretion, the Secretary of State may grant consular officers leave of absence, with pay for reasonable periods, in no case to exceed 60 days in one year, except that, when leave is granted with permission to visit the United States, the time actually and necessarily occupied in transit by the most direct route will be approved in addition to the 60 days. Leave with permission to visit the United States may not be granted oftener than once in two years, except in cases where the health of the officer requires that he should be absent from his post of duty. No leave is granted any officer within six months of his arrival at his post of duty.

As soon as student interpreters shall have been promoted to the rank of interpreter, they may be granted leave of absence for a period not to exceed 60 days (exclusive of transit time, when permission to visit the United States is expressly granted), provided the application therefor is approved by the officer under whom the interpreter may be serving at the time. After this first leave of absence, the provisions of the Consular Regulations which govern the granting of leaves of absence to consular officers apply to the student-interpreter corps.

Clerks in consular offices may be granted leave, with pay, except as hereinafter stated, if in the discretion of the principal consular officer the work of the office permits, for not to exceed 30 days in each year, or, in case they wish to visit their homes in the United States they may be granted, in alternate years, not to exceed 60 days, exclusive of transit time. While every effort is made to grant leaves with full pay, in cases where it is necessary to employ temporary clerical assistance during the absence of the regular clerk the compensation of such temporary employee will be deducted from that of the regular clerk.

GENERAL INFORMATION.

As will be seen by reference to the regulations for promotions and examinations, printed elsewhere in this pamphlet, all candidates for the offices of consul of Class VI or VII, vice consul *de carrière*, consular assistant, and student interpreter, and candidates for the office of consular agent who may desire to become eligible for promotion are required to pass the prescribed examination. Applicants for appointment as vice consul, not *de carrière*, consular agent, or clerk in the Consular Service may not be required to be examined, *but when so appointed they can not be promoted to be officers of career without passing the prescribed examination.*

Applicants for appointment to the corps of consuls for economic investigational work must be graduates of a college or university of recognized standing, and have at least two years' experience in economic and statistical investigations. They may submit with their applications any published articles, books, or reports on economic topics of which they are authors. Additional credit is given for such publications in connection with the rating for experience.

Only citizens of the United States are designated for consular examinations or appointed to positions in the service, with the exception that where American citizens are not available for appointment as consular agents, clerks, and minor employees, foreigners may be appointed to those positions.

It is the policy to designate unmarried men between the ages of 21 and 26 for examination to determine their eligibility for appointment to the corps of consular assistants. Only unmarried men between the ages of 19 and 26 are examined for appointment as student interpreters. Men under 21 or over 50 are not examined for appointment as consuls and vice consuls *de carrière* and are not eligible therefor.

No one may be examined who has not been specially designated to take the examination. Candidates seeking designation for examination may obtain from the Department of State upon request forms of application for appointment, which they should fill out completely. Applications and all correspondence relating thereto should be addressed to the Secretary of State, who will in due course notify by letter such applicants as may be designated for examination. The letter of designation furnishes all information necessary as to date and place of the examination, and it is the practice to send out such letters two months prior to the date set for the examination.

An application should be accompanied by indorsements in the form of letters from competent and responsible persons, attesting the moral character, integrity, good deportment, and ability of the applicant, his business experience, and his qualifications as set forth in the application. In order that due weight may be given these recommendations, the persons who vouch for the applicant's qualifications as set forth above should fully state the facts which enable them to do so.

The originals of all indorsements listed in the application must be filed therewith; copies are not acceptable. Indorsements remain a part of the Government records and may not be withdrawn while a person remains an applicant or while he is an officer or employee of the Department of State.

Applications should also be accompanied by a birth certificate and an unmounted photograph of the applicant, plainly marked with his name and the approximate date when the photograph was taken.

Applicants for appointment in their correspondence with the department should always sign their names as given in their applications without enlargement or contraction, one given name at least being used.

An application is considered as pending for a period of two years. After such period has elapsed without its being acted upon another application with new indorsements will be necessary to obtain further consideration.

Applicants for position as student interpreter should bear in mind that the legal residence of a minor is regarded as that of his parent or guardian for the purposes of appointment.

A candidate is not designated for examination with a view to his assignment to a particular post or a particular part of the world, but in order to determine his eligibility for appointment to a grade in the Consular Service. A consul, vice consul, or consular assistant may be assigned to any post where, in the judgment of the department, his service will best further the public interest.

A candidate for student interpreter is not designated for examination with a view to his appointment to a particular one of the three countries where student interpreters are stationed, but in order to determine his eligibility for appointment to the country where, in the judgment of the department, his services will best further the public interest.

As a rule, only men born in the United States are appointed to the Foreign Service, and the assignment of naturalized citizens to duty in the country of their birth or contiguous countries is avoided.

Consular Service examinations are held in Washington only, once or twice a year, as the needs of the service require. Notice is not sent to all applicants individually, but only to those who have been designated for examination, a general announcement of examinations being made through the public press. Traveling and other personal expenses connected with the taking of examinations must be borne by the candidates.

The Government does not maintain a school for the training of candidates for the Foreign Service, does not recommend any particular institution, does not furnish a course of study in any school, nor suggest a list of books to be studied.

No special training is accepted in lieu of the prescribed examination, and no transfers without examination are made to the Foreign Service from other branches of the Government service. The successful passing of the regular entrance examination, except as provided for in regulations 2 and 3 of the Executive order of June 27, 1906 (printed elsewhere in this pamphlet), is necessary for appointment.

The department publishes no list of vacant posts and is not able definitely to forecast when vacancies in the service may occur.

Clerks in consular offices, vice consuls not *de carrière*, and consular agents may be appointed without examination, but when so appointed are only eligible for appointment to the grade of consul or vice consul *de carrière* upon the passing of the regular entrance examination.

As will be seen from the regulations governing examinations (printed elsewhere in this pamphlet), candidates are required to pass a written examination in the prescribed subjects. A sample set of examination questions will be found in this pamphlet. The written language examinations include papers in French, German, and Spanish only, and no other language will be accepted in lieu of these.

The oral examination is conducted by the examining board, and, as stated in the regulations governing examination, considers, among other things, the adaptability of the candidate to the circumstances in which a consular officer may be placed, his realization of the responsibility that he proposes to undertake, his mental equipment, and moral character. An oral examination is also given the candidate in the language selected by him in his written examination to test his ability to converse in that language. He may also present in his oral examination any other languages with which he may be familiar.

The physical examination given candidates by Government surgeons in Washington is to determine whether candidates are qualified physically to serve in any climate of the world.

Dependent upon the number of candidates, the examinations last from three to six days, and all candidates should be prepared to remain in Washington for the longer period named. The written part of the examination covers a period of two days of six hours each. The first four subjects will be given on the first day and the remaining subjects on the day following, probably in the order presented in sample examinations in this pamphlet.

The ratings in the various parts of Foreign Service examinations are not published nor furnished to candidates, the only figure given out being the general average received by successful candidates, this figure being given such candidates when they are notified that they passed the examination.

REGULATIONS GOVERNING EXAMINATIONS, APPOINTMENTS, AND PROMOTIONS.

EXECUTIVE ORDERS OF JUNE 27, 1906, AND TWO OF AUGUST 26, 1919.

Whereas the Congress, by section 1753 of the Revised Statutes of the United States, has provided as follows:

The President is authorized to prescribe such regulations for the admission of persons into the civil service of the United States as may best promote the efficiency thereof, and ascertain the fitness of each candidate in respect to age, health, character, knowledge, and ability for the branch of service into which he seeks to enter; and for this purpose he may employ suitable persons to conduct such inquiries, and may prescribe their duties, and establish regulations for the conduct of persons who may receive appointments in the civil service.

And whereas the Congress has classified and graded the consuls general and consuls of the United States by the act entitled "An act to provide for the reorganization of the Consular Service of the United States," approved April 5, 1906, and has thereby made it practicable to extend to that branch of the civil service the aforesaid provisions of the Revised Statutes and the principles embodied in the civil service act of January 16, 1883:

Now, therefore, in the exercise of the powers conferred upon him by the Constitution and laws of the United States, the President makes the following regulations to govern the selection of consuls general and consuls in the civil service of the United States, subject always to the advice and consent of the Senate:

1. Vacancies in the office of consul general and in the office of consul above Class VI² shall be filled by promotion from the lower grades of the Consular Service, based upon ability and efficiency as shown in the service, provided, however, that, whenever the good of the service requires, consuls of classes three, four, and five to serve as assistants to consuls general in economic investigational work may be appointed from among candidates who shall have successfully passed an examination equivalent in character to that prescribed by the Civil Service Commission for economist in addition to the usual oral examination for the Consular Service; but consuls so specially chosen shall in no case exceed a total number of twenty-five and shall not be eligible for promotion to the higher grades of the Consular Service until they shall have served satisfactorily at least four years in responsible charge of consulates of class three, four, or five. Consuls already in the service of class six or above who have demonstrated their ability to perform the character of economic work required shall be given preference over specially chosen candidates.

2. Vacancies in the office of consul of Class VI and of consul of Class VII shall be filled—

(a)³ By promotion on the basis of ability and efficiency as shown in the service of vice consuls, consular assistants⁴ and interpreters in the Consular or Diplomatic Service who shall have been appointed to such offices upon examination.

(b) By new appointments of candidates who have passed a satisfactory examination for appointment as consul as hereafter provided.

3. Persons in the service of the Department of State with salaries of two thousand dollars or upwards shall be eligible for promotion, on the basis of ability and efficiency as shown in the service, to any grade of the Consular Service above Class III of vice consuls.⁵

4.⁶ The Assistant Secretary of State, the Director of the Consular Service, the Chief of the Consular Bureau, and the Chief Examiner of the Civil Service Commission, or such persons as may be designated by the Secretary of State and the Commissioner President of the Civil Service Commission, respectively, to serve in their stead, are hereby constituted a board whose duty it shall be to determine, from among the persons designated by the President for examination, those who are fitted for possible appointment to the Consular Service.

5. It shall be the duty of the board of examiners to formulate rules for and hold examinations of applicants for admission to the Consular Service.

6. The scope and method of the examinations shall be determined by the board of examiners, but among the subjects shall be included at least one modern language other than English; the natural, industrial, and commercial resources and the commerce of the United States, especially with reference to the possibilities of increasing and

² As amended by Executive order of Aug. 26, 1919.

³ As amended by Executive orders of Dec. 12, 1906, Apr. 20, 1907, and Aug. 26, 1919.

⁴ As amended by the act approved May 21, 1908.

⁵ As amended by Executive order Aug. 26, 1919.

⁶ As amended by Executive order of May 31, 1921.

extending the trade of the United States with foreign countries; political economy; elements of international, commercial, and maritime law.

7. Examination papers shall be rated on a scale of 100, and no person rated at less than 80 shall be eligible for certification.

8. No one shall be examined who is under twenty-one or over fifty years of age, or who is not a citizen of the United States, or who is not of good character and habits and physically and mentally qualified for the proper performance of consular work, or who has not been specially designated by the President for appointment to the Consular Service subject to examination.

9. Whenever a vacancy shall occur in the sixth or seventh ⁷ class of consuls which the President may deem it expedient to fill, the Secretary of State shall inform the board of examiners, who shall certify to him the list of those persons eligible for appointment, accompanying the certificate with a detailed report showing the qualifications, as revealed by examination, of the persons so certified. If it be desired to fill a vacancy in a consulate in a country in which the United States exercises extraterritorial jurisdiction, the Secretary of State shall so inform the board of examiners, who shall include in the list of names certified by it only such persons as have passed the examination provided for in this order, and who also have passed an examination in the fundamental principles of the common law, the rules of evidence, and the trial of civil and criminal cases. The list of names which the board of examiners shall certify shall be sent to the President for his information.

10. No promotion shall be made except for efficiency, as shown by the work that the officer has accomplished, the ability, promptness, and diligence displayed by him in the performance of all his official duties, his conduct and his fitness for the Consular Service.

11. It shall be the duty of the board of examiners to formulate rules for and hold examinations of persons designated for appointment as consular assistant ⁸ or as student interpreter, and of such persons designated for appointment as vice consul and consular agent as shall desire to become eligible for promotion. The scope and method of such examination shall be determined by the board of examiners, but it shall include the same subjects hereinbefore prescribed for the examination of consuls. Any vice consul or consular agent now in the service upon passing such an examination shall become eligible for promotion, as if appointed upon such examination.

12. In designations for appointment subject to examination and in appointments after examination due regard will be had to the rule that as between candidates of equal merits appointments should be so made as to secure proportional representation of all the States and Territories in the Consular Service; and neither in the designation for examination or certification or appointment will the political affiliations of the candidate be considered.

THEODORE ROOSEVELT.

THE WHITE HOUSE,
June 27, 1906.

⁷ As amended by act of Aug. 26, 1919.

⁸ As amended by the act approved May 21, 1908.

REGULATIONS GOVERNING THE APPOINTMENT AND PROMOTION OF VICE CONSULS DE CARRIÈRE.

These officers are classified as follows: Class I, salary \$3,000; Class II, salary \$2,750; Class III, salary \$2,500.

They are appointed (*a*) by promotion upon the basis of ability and efficiency as shown in the service of consular assistants and student interpreters in the Consular Service who shall have been appointed to such offices upon examination; (*b*) by new appointments of candidates who have passed a satisfactory examination for appointment as consul or vice consul as provided in the Executive order of June 27, 1906.

Vice consuls *de carrière* are eligible to promotion on the basis of ability and efficiency as shown in the service from Class III to Class II and thence to Class I. Thereafter the members of Class I shall be eligible to promotion on the same basis to the grade of consul of Class VI without further examination. No promotions shall be made except for efficiency as shown by the work that the officer has accomplished, the ability, promptness, and diligence displayed by him in the performance of all his official duties, and his good conduct and bearing as an officer. Seniority shall control in promotions only in cases where the merits of officers are substantially equal.

An exception to the foregoing is made in the case of student interpreters, who upon qualifying for promotion shall be made vice consuls of Class III, and thereafter upon passing their second promotion examination shall be promoted to vice consul of Class I, after which they will be eligible to promotion to the grade of consul of Class VI.—*Consular Regulations, 1896, paragraph 40, as amended by Executive order of August 26, 1919.*

REGULATIONS GOVERNING REINSTATEMENTS.

A person separated from a secretaryship in the Diplomatic Service without delinquency or misconduct at his own request in writing may, within a period of one year from the date of such separation, be reinstated in the grade from which he was separated, provided he shall have been originally appointed after the prescribed examination for that grade. In the event, however, that such separation shall be for the purpose of undertaking other work under the Department of State, the limitation of one year for eligibility for reinstatement shall not hold. This rule shall be applicable as regards reinstatements to the Consular Service and also to the Department of State when transfers shall have been to another branch of the foreign service.—*Executive order of November 26, 1909.*

REGULATIONS GOVERNING INSTRUCTIONS FOR EXAMINATIONS.

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the Boards of Examiners for the Diplomatic and Consular Services.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.—*Executive order of December 23, 1910.*

**REGULATIONS GOVERNING EXAMINATIONS PROMULGATED BY
THE BOARD OF EXAMINERS DECEMBER 13, 1906.**

1. The examinations will be the same for all grades and will be to determine a candidate's eligibility for appointment in the Consular Service, irrespective of the grade for which he may have been designated for examination and without regard to any particular office for which he may be selected.

2. The examinations will consist of an oral and a written one, the two counting equally. The object of the oral examination will be to determine the candidate's business ability, alertness, general contemporary information, and natural fitness for the service, including moral, mental, and physical qualifications, character, address, and general education and good command of English. In this part of the examination the applications previously filed will be given due weight by the board of examiners, especially as evidence of the applicant's business experience and ability. The written examination will include those subjects mentioned in the Executive order, to wit, at least one modern language other than English—French, German, or Spanish,⁹ the natural, industrial, and commercial resources and the commerce of the United States, especially with reference to possibilities of increasing and extending the foreign trade of the United States; political economy, and the elements of international, commercial, and maritime law. It will likewise include American history, government, and institutions; political and commercial geography; arithmetic (as used in commercial statistics, tariff calculations, exchange, accounts, etc.); the modern history, since 1850, of Europe, Latin America, and the Far East, with particular attention to political, commercial, and economic tendencies. In the written examination, composition, grammar, punctuation, spelling, and writing will be given attention.

3. To become eligible for appointment, except as student interpreter, in a country where the United States exercises extraterritorial jurisdiction, the applicant must pass the examination outlined above, but supplemented by questions to determine his knowledge of the fundamental principles of common law, the rules of evidence, and the trial of civil and criminal cases.

4. The examinations to be given candidates for appointment as student interpreters will follow the same course as in the case of other consular officers, provided, however, that no one will be examined for admission to the Consular Service as a student interpreter who is not between the ages of 19 and 26, inclusive, and unmarried; and, provided further, that upon appointment each student interpreter shall sign an agreement to continue in the service so long as his services may be required within a period of five ¹⁰ years.

5. Upon the conclusion of the examinations the names of the candidates who shall have attained upon the whole examination an average

⁹ As amended by the Board of Examiners Feb. 18, 1911.

¹⁰ As amended by the act approved May 21, 1908.

mark of at least 80, as required by the Executive order, will be certified by the board to the Secretary of State as eligible for appointment in the Consular Service and the successful candidates will be informed that this has been done.

6. The names of candidates will remain on the eligible list for two years, except in the case of such candidates as shall within that period be appointed, or as shall withdraw their names, and of candidates holding subordinate positions in the Consular Service, when eligibility shall not expire until appointment to consular rank or until separation from the service. Candidates whose names have thus been dropped from the eligible list will not again be eligible for appointment unless upon fresh application, designation anew for examination, and the successful passing of such second examination.¹¹

SAMPLE WRITTEN EXAMINATION FOR THE CONSULAR SERVICE.

[The relative weights of the subjects, on a scale of 20, are: International, Maritime, and Commercial Law, 3; Political and Commercial Geography, 3; Arithmetic, 2; Modern Languages, 2; Natural, Industrial, and Commercial Resources and Commerce of the United States, 4; Political Economy, 2; American History, Government, and Institutions, 2; and Modern History (since 1850) of Europe, South America, and the Far East, 2.]

FIRST SUBJECT.

INTERNATIONAL, MARITIME, AND COMMERCIAL LAW.

(First day.)

Persons examined for consular assistant and student interpreter will answer six (and only six) of the following questions:

1. (a) Distinguish between citizenship and domicile.
(b) Name three ways in which citizenship may be terminated.
2. In the absence of treaty stipulations, what effect will the return of a naturalized citizen of the United States to his native country have, with regard to liability to military service?
3. (a) A vessel being overdue, her owners took out insurance to cover vessel and cargo. It subsequently appeared that when such insurance was taken out the vessel had already been wrecked and the cargo lost. Can the owners collect the insurance?
(b) What rate of insurance may be legally charged on a respondentia bond?
4. Discuss the question of the right of a neutral power to have commercial dealings with a belligerent.
5. What is the modern practice with reference to private property of citizens of one belligerent power found within the territory of the other belligerent?
6. What is the practice with reference to private property found on the high seas under the following circumstances: (1) Neutral goods, not contraband, under an enemy's flag; (2) enemy's goods, not contraband, under a neutral flag; (3) contraband goods under a neutral flag and consigned to a neutral port?
7. A, the holder of a promissory note made by B and indorsed by C, accepted from B, on the day the note fell due, a check dated six days later, which check was to be in full satisfaction of the note. The check proved worthless when presented on the day of its date, and B failed to pay the note. Has A a right of action against C, the indorser? Why?
8. (a) Define bill of lading, invoice, power of attorney, and bill of exchange.
(b) Under what circumstances, if any, may a bank avoid liability for the payment of a forged check?

¹¹ As amended by the Board of Examiners Oct. 25, 1911.

SECOND SUBJECT.

POLITICAL AND COMMERCIAL GEOGRAPHY.

(First day.)

Persons examined for consular assistant and student interpreter will answer four (and only four) of the following questions:

1. (a) Name five seaports on the east coast of Asia north of Singapore and exclusive of Japan.
(b) Locate (1) Gulf of Bothnia; (2) the Black Sea; (3) the Kongo River; (4) Lake Athabasca; (5) Lake Nyasa.
2. (a) Name two principal silk-producing countries.
(b) Give two leading exports of (1) Argentina, (2) Australia, (3) Norway, (4) India.
3. (a) Name the two river valleys which produce the most rubber.
(b) What two great countries are the greatest manufacturers of steel?
(c) What are the two greatest cotton-producing countries of the world?
4. (a) To what countries, respectively, do the following belong: (1) The Bermudas; (2) Iceland; (3) the Galapagos Islands; (4) the Caroline Islands; (5) Madagascar?
(b) In what country is each of the following-named cities: (1) Asuncion; (2) Adelaide; (3) Fez; (4) Teheran; (5) Liege?
5. Name eight bodies of water through which a ship would pass on a direct voyage from Baltimore to Odessa.

THIRD SUBJECT.

ARITHMETIC.

(First day.)

1. The following table shows the number of passengers departing from seaports of the United States for foreign countries during a period of six years. Find the "total number of passengers departed" for each of the years given in the table and the "grand total" for all the years.

Year.	Cabin passengers.		Passengers other than cabin.		Total number passengers departed.
	Under 12 years.	12 years and over.	Under 12 years.	12 years and over.	
1898.....	8,891	85,653	15,790	115,067
1899.....	11,042	117,205	15,283	112,478
1900.....	17,758	138,137	23,001	114,498
1901.....	13,972	134,592	19,010	139,150
1902.....	13,074	145,078	20,323	148,325
1903.....	11,959	156,725	22,477	184,100
Grand total.....

2. Make in the form below an itemized statement of the following account as it should appear taken from the books of Robert Rant; make a proper heading; close the account; and bring down the balance as it should have appeared February 1, 1911:

During the month of January, 1911, Russel & Son had the following transactions with Robert Rant: Jan. 1, he owed them on account \$98.75. Jan. 2, he gave them his note due in 20 days for \$50. Jan. 4, he sold them 280 pounds coffee at 30½ cents per pound. Jan. 5, he bought of them 369 bushels corn at 68 cents per bushel. Jan. 6, he sold them 2,750 feet of lumber at \$16.40 per thousand. Jan. 8, he transferred to them by indorsement a note of \$400, less a

venta de dichas mercancías con arreglo á mis mejores intereses, guardando entre manos el producto neto á mi disposición. La calidad es excelente, y espero que el resultado de este ensayo no será sino el comenzamiento á consignaciones de más importancia. Para meterme al abrigo de toda pérdida he hecho asegurar el montante de dichas mercancías. Suplico á Uds. tengan la bondad de informarme, por cada correo, del estado de su mercado en ron, azúcar, café y algodón, y enviarme los precios corrientes de sus exportaciones para esta parte del mundo. Me aprovecho de esta ocasión para ofrecerles á Uds. mis servicios en esta isla, refiriéndoles para mi solvabilidad al capitán Ribero, que debe llegar á Londres uno de estos días.

Esperando de Uds. prontas noticias, me repito de Uds. atto. y S. S.

J. S.

KINGSTON, JAMAÏQUE, le 5 juillet 1911.

MESSIEURS V. ET FILS, á Anvers.

Notre ami commun, M. J. Roberts, capitaine du "Trelawney," m'ayant mentionné votre maison á Anvers comme une des plus respectables, je saisis cette occasion pour entamer une correspondance avec vous, en prenant la liberté de vous adresser ci-inclus le connaissance de douze tonneaux de sucre, chargés pour Londres á votre adresse, sur le navire "William et Mary," capitaine John Gray. Veuillez opérer la vente de cette marchandise au mieux de mes intérêts en gardant en vos mains le produit net á ma disposition. La qualité est excellente, et j'espère que le résultat de ce petit essai sera un encouragement á des consignations plus considérables. Pour me garder de toute perte j'ai fait assurer le montant ici: ceci pour votre gouverne. Je vous prie de me renseigner par chaque paquebot sur l'état de votre marché pour le rhum, le sucre, le café et le coton, ainsi que de m'envoyer les prix-courants de vos exportations pour cette partie du monde. Je saisis cette occasion pour vous faire l'offre des mes services dans cette île, m'en référant pour ma solidité á M. le capitaine Roberts, qui doit être arrivé maintenant á Anvers. Dans l'attente de vos prochaines nouvelles, je vous prie, Messieurs, de me croire,

Votre tout dévoué,

W. E. G.

PERNAMBUCO, den 1 Februar, 1911.

HERRN J. J.,
London.

Wir erlauben uns Ihnen hierdurch anzuzeigen, dass wir unter der Firma S. & R. und mit dem Beistande unserer Freunde, (der) Herren D. C. & Co. in London, ein Agenturgeschäft auf hiesigem Platze begründet haben. Da unser Herr S. während der letzten elf Jahre in verschiedenen Gegenden Südamerikas gewohnt, und unser Herr R. den grössten Teil seines Lebens in Oporto, Lissabon und anderen Städten Portugals zugebracht hat, so hegen wir die Ueberzeugung, dass Erfahrung und Platzkenntnis uns in den Stand setzen, in allen Fällen, in denen Sie unserer Dienste bedürfen sollten, Ihnen völlige Zufriedenheit zu gewähren. Wir werden Vorkehrungen treffen, uns über den Stand der Märkte in Bahia und Rio de Janeiro regelmässig unterrichtet zu halten zu dem Zwecke, jeden Vorteil, den dieselben bieten mögen, wahrzunehmen, und Ladungen in Schiffen, die Auftrag erhalten hatten, hier für Order anzulaufen, weiter zu dirigieren. Es wird in solchen Fällen unsere beständige Sorge sein, das Interesse unserer Freunde nach besten Kräften zu fördern. Wir erlauben uns, Referenzen beizufügen, und Sie, wenn Sie uns mit Ihren Aufträgen beehren, unseres Eifers und unserer Aufmerksamkeit zu versichern. Indem wir Sie ersuchen, von unserer Unterschrift Notiz zu nehmen, zeichnen wir ergebenst,

S. & R.

Make an idiomatic translation of the following into the language chosen by you above:

CHICAGO, December 17, 1911.

Mr. A. M., Florence, Italy.

SIR: We are in receipt of your favor of the 14th inst., and regret very much our inability to reduce the prices that we quoted. We should be sorry if the price list furnished interfered in any way with our entering into business relations with your firm, with which we have long desired to cooperate. Your

offers, however, are so much below prices current that we prefer to lose an order rather than to cut our profits below a paying basis. For two months past textiles have been looking up, and, in line with other manufacturers, we should rather raise than lower quotations. In fact, we have decided to revise our price list on January 1, and prices will be, on an average, 5 per cent higher. We would advise you, therefore, to avail yourself of present favorable conditions by sending us an order at the prices quoted you, and we trust that you may see your way clear to do this. Awaiting your reply, we are,

Your obedient servants,

B. & C.

FIFTH SUBJECT.

NATURAL, INDUSTRIAL, AND COMMERCIAL RESOURCES AND COMMERCE OF THE UNITED STATES.

(Second day.)

Persons examined for consular assistant and student interpreter will answer the first and two (and only two) of the remaining questions:

1. Discuss, in not less than 300 nor more than 500 words, one (and only one) of the following industries of the United States: Petroleum; bituminous coal; leather goods, including boots and shoes—with reference particularly to volume, exportation, and centers of production and of exportation.
2. Name four States leading in value of manufactures and give two of their principal articles of manufacture.
3. Name the principal articles of commerce between the United States and Chile; Russia; South Africa; Cuba; Japan. Distinguish exports from imports.
4. What three products of the Pacific coast, in your opinion, will be benefited by the opening of the Panama Canal, and why?

SIXTH SUBJECT.

POLITICAL ECONOMY.

(Second day.)

Persons examined for consular assistant and student interpreter will answer four (and only four) of the following questions:

1. State the three main factors of production and briefly discuss their relation to each other.
2. Discuss international trade in regard to (a) its origin and (b) its influence upon international policies.
3. (a) State three economic benefits of large-scale production.
(b) What factor ultimately fixes monopoly prices?
4. (a) Give four reasons why the precious metals best serve as a medium of exchange.
(b) In what sense may fiat money be considered a creation of wealth?
5. Write not less than 200 words on either of the following subjects:
(a) The economic value of universal international arbitration.
(b) The economic advantages of labor unions to the laborer.

SEVENTH SUBJECT.

AMERICAN HISTORY, GOVERNMENT, AND INSTITUTIONS.

(Second day.)

Persons examined for consular assistant and student interpreter will answer four (and only four) of the following questions:

1. (a) Describe Wolfe's campaign against Quebec and state the results.
(b) What was the Ordinance of 1787? To what territory did it apply?
2. (a) Describe the events which led up to the War of 1812.
(b) Explain the following historical terms: (1) Monroe Doctrine, (2) Dorr's Rebellion, (3) the Omnibus Bill, (4) Mugwumps.

3. Write a brief account (of not more than 300 words) of the territorial growth of the United States since the adoption of the Constitution.
4. (a) Describe one method of amending the Constitution of the United States.
(b) In what cases shall the Supreme Court of the United States have original jurisdiction?
5. (a) Mention two important functions usually exercised by the governor of a State.
(b) Mention three powers that are expressly denied to the several States by the Federal Constitution.

EIGHTH SUBJECT.

MODERN HISTORY (SINCE 1850) OF EUROPE, SOUTH AMERICA, AND THE FAR EAST.

(Second day.)

Persons examined for consular assistant and student interpreter will answer three (and only three) of the following questions:

1. (a) Compare the first decade of Napoleon III's reign with the second.
(b) What war was terminated by the Treaty of Prague? Mention two important provisions of this treaty.
2. (a) Discuss the Boxer War as to its causes and results.
(b) What effect has the English occupation of Egypt had upon that country?
3. (a) In what war did each of the following battles or sieges occur and which nation or nations were victorious: (1) Balaklava, (2) Sedan, (3) Sea of Japan.
(b) What two Provinces were recently annexed by Austria-Hungary?
4. (a) Explain the following historical terms: (1) Boers, (2) Young Turks, (3) Home Rule, (4) Taiping Rebellion.
(b) Give a brief account of the attempt of Maximilian to establish a monarchy in Mexico.

**SAMPLE WRITTEN EXAMINATION FOR CANDIDATES FOR THE
CORPS OF CONSULS FOR ECONOMIC INVESTIGATIONAL WORK.**

[The relative weights of the subjects, on a scale of 20, are: Research and investigation methods for promotion of commerce, 3; Economics, 3; Thesis, 2; Modern languages, 2; Education, 5; Experience, 5; Education and experience rated on application and examination form submitted.]

FIRST SUBJECT.

RESEARCH AND INVESTIGATION METHODS FOR PROMOTION OF COMMERCE.

(First day.)

Answer three (and only three) of the following four numbered questions:

1. Formulate a plan for securing statistics of wholesale prices for an industry, such as the steel or textile industries, in the United States. State briefly the necessary methods to secure accuracy and definiteness.
2. State briefly what sources of information you would consult and what method you would follow in preparing a report on either (a) or (b) of this question:
(a) The international rubber trade.
(b) Markets for machinery in South Africa.
3. A foreign importer comes to you seeking information regarding agencies or American automobiles.
(a) How would you advise him to proceed?
(b) What sources of information would you recommend for ascertaining the centers of the automobile industry, the principal makes, and their manufacturers?

4. A foreign manufacturer receives an order for merchandise from an American concern. The foreign manufacturer desires a credit report on the American concern. What would be the principal sources from which you would secure this information for the inquirer?

SECOND SUBJECT.

ECONOMICS.

(First day.)

1. State (*a*) two important benefits derived from competition in industry, and (*b*) two important disadvantages resulting from such competition.
2. Name and discuss briefly the main factors in the general economic development of the United States since 1896.
3. (*a*) Name the three primary economic factors in the production of wealth. (*b*) State briefly the part played by the *entrepreneur* in the field of production.
4. (*a*) Explain the term balance of trade. (*b*) Is an unfavorable balance of trade necessarily injurious to a country? Give reasons for your answer.
5. Give reasons from an economic standpoint for or against Government ownership of railroads.

THIRD SUBJECT.

THESIS.

(First day.)

In rating the thesis, spelling, capitalization, punctuation, syntax, style, and treatment of the subject will be considered.

Write a thesis of not less than 500 words on one (and only one) of the following topics:

Topic I. The effect of the World War on the economic life and industries of Japan.

Topic II. The practice of selling for the export trade at lower prices than for the domestic trade, its cause, effects, etc., and the remedies available to prevent abuse thereof.

FOURTH SUBJECT.

MODERN LANGUAGES.

(First day.)

See language examination, pages 22–23.

REGULATIONS GOVERNING INTERPRETERS AND STUDENT INTERPRETERS IN CHINA, JAPAN, AND TURKEY.

The following regulations will hereafter govern the appointment, training, and promotion of student interpreters and interpreters in China, Japan, and Turkey and supersede all similar regulations heretofore issued:

REGULATIONS GOVERNING INTERPRETERS AND STUDENT INTERPRETERS IN CHINA, JAPAN, AND TURKEY.

[Issued by the Acting Secretary of State, July 7, 1919.]

1. *Nature and purpose of the office.*—Student interpreters are consular officers. The office of student interpreters was created for the purpose of facilitating the training of personnel for the consular

service in China, Japan, and Turkey, where an essential part of the equipment of officers is a knowledge of the Chinese, Japanese, or Turkish language. Consistently with that purpose, student interpreters are required to study the Chinese, Japanese, or Turkish language, and such other languages and subjects as may be required by these regulations or subsequent instructions, with a view to supplying interpreters and vice consuls to the embassies, legations, and consulates in China, Japan, and Turkey, and eventually diplomatic and consular officers able to speak, read, and write the language of those countries.

2. *Salary and allowances.*—The salary of student interpreters has been fixed by law at \$1,500 a year. In addition to his salary each student is allowed \$200 per annum for tuition, but this allowance ceases upon promotion of the student to the grade of interpreter. Interpreters are expected to bear their own expenses for tuition. In Japan and Turkey an allowance is made for payment of rent of quarters for student interpreters. In China furnished quarters are provided in premises owned by the United States. The cost of transportation between the United States and the post of duty and when traveling under orders of the Secretary of State, but not including travel in connection with leaves of absence, is reimbursed by the Government upon the submission of accounts in accordance with the Foreign Service Travel Regulations.

3. *Eligibility for appointment.*—In order to become eligible for appointment as a student interpreter, it is necessary to be a citizen of the United States between the ages of 19 and 26, inclusive, unmarried, and to pass successfully the examination for student interpreter prescribed by the Executive order of June 27, 1906.

4. *Method of selection and service agreement.*—The method of selecting persons for appointment as student interpreters is required by law to be nonpartisan, and each student interpreter appointed must sign an agreement to continue as interpreter for the Government so long as his services may be required within a period of five years.

5. *Preliminary instruction.*—After appointment student interpreters will report to the Department of State when directed to do so and will there receive preliminary instruction in regard to the duties of their office for a period of not more than 30 days.

6. *Entrance on duty abroad.*—Upon the completion of the preliminary instruction period, the students will report for duty to the head of the diplomatic mission in China, Japan, or Turkey, as the case may be, or to such other place as may be designated, and, except as otherwise provided herein, will remain there two years.

7. *Nature of duties.*—After entering upon their duties at the mission or other place designated, students will devote their time to the study of the language of the country and the other subjects listed in paragraph 11, under the supervision of the head of the mission and under the immediate direction of the language secretary or other designated officer, to the end that they may acquire the ability to read, write, and speak the language as well as a good knowledge of the other subjects prescribed and thus qualify for duty as interpreters and subordinate consular officers at missions and consulates. In addition to the foregoing, students will be required at the same time

to study the local business methods and trade practices and to acquire facility in the use of the typewriter. The study of consular law, regulations, and administration will be included after the first year.

8. *Tenure of office.*—The retention of students in the service will depend upon their progress in mastering the language and the other prescribed subjects and upon their industry and good conduct.

9. *Progress examinations.*—Students will be examined quarterly by the language officer of the mission, or other designated officer, and a report of the examinations will be made annually to the chief of mission and by him transmitted to the Secretary of State with his own report upon the general efficiency, dependability, loyalty, and good moral conduct of the students. The substance of these reports will be entered upon the records of the students in the Department of State.

10. *Consequences of failure in progress examinations.*—In forwarding to the Secretary of State the examination papers and ratings of each student at the end of the first year after the student's arrival at the diplomatic mission, the chief of the mission will attach to the examination papers a report setting forth whether in his opinion and that of the language officer of the mission the student, by progress in his studies and by his conduct and bearing, has shown that he possesses the qualifications indispensable for successful work as an interpreter and as a consular officer. If his report should be unfavorable to the student, he will recommend either that the student be assigned to some subordinate position, the duties of which, in his judgment, the student may be capable of discharging, or that he be retired from the service.

11. *Examination for promotion.*—At the end of two years after entry on duty at the mission, or earlier if in the judgment of the language secretary preparation therefor has been made, students may take the following examination for promotion to the grade of junior interpreter, the salary of which is \$2,500.

EXAMINATION A.—JUNIOR INTERPRETER.

- (a) Chinese, Japanese, or Turkish language (moderately difficult conversation, official and commercial correspondence, and translation from newspapers and periodicals).
- (b) Political history and political institutions of the country.
- (c) Commercial geography of the country.
- (d) Foreign trade of the country.
- (e) Elementary knowledge of such of the laws of the country as pertain to the duties which the student may ultimately be called upon to perform as a consular officer.
- (f) Elementary law of American citizenship and the elements of practice in handling consular invoices.
- (g) French language (for students in Turkey).

12. *Method of examination.*—These examinations shall be held by a board composed of the language officer, one consular officer, and one qualified American designated by the head of the mission. The examinations shall be both oral and written, and in order to pass students must receive a rating of 80 in a scale of 100.

The findings of the board, accompanied by the papers in the written examinations and a detailed report of the special qualifications, industry, moral conduct, and dependableness of each student will be

made by the head of the mission to the Secretary of State for consideration and approval. Inasmuch as the findings of the board are not effective until approved, no information in regard to the ratings given by the board should be communicated to the candidates except upon the specific authority of the Secretary of State.

All examinations will take place at the diplomatic mission in the country of which the students are studying the language unless orders to the contrary are issued by the Secretary of State. In the event that the exigencies of the service shall not permit students who may have been detailed elsewhere to return to Tokyo, Peking, or Constantinople for the purpose of examination, the head of the mission may, after the preparation of the papers by the language officer, mail them in personal and sealed envelopes to the officer in charge of the post at which the student is serving, which officer shall conduct the written examinations in the same manner as if they were being held at the diplomatic mission, leaving the oral part of the examination to be taken at the diplomatic mission or elsewhere when feasible, as the Secretary of State may determine in each case.

13. *Effect of failure in examination.*—If at the completion of the first period of two years' study the student shall be unable to pass the prescribed examination, he shall be permitted, at the discretion of the chief of mission and language officer, to continue his studies at the mission for not more than one year longer. If he shall still be unable to pass the examination he shall be ordered to the United States and his separation from the service shall become immediately effective.

INTERPRETERS.

14. *Appointment.*—Student interpreters who successfully pass examination A, and whose efficiency records are in other respects satisfactory will be promoted to the grade of junior interpreter in the Consular Service or vice consul of career, whichever the Secretary of State may in his discretion determine, subject, however, to the rule that promotion to the grades of junior interpreter or vice consul may not be made until the student shall have attained the legal age of 21 years.

15. *Salary and allowances.*—The salary of the grade of junior interpreter or vice consul of career to which student interpreters are eligible for promotion is \$2,500. Junior interpreters and vice consuls who have attained said grades by promotion from the grade of student interpreter may in time, upon passing the prescribed examination, be promoted to the grade of senior interpreter or the equivalent grade of vice consul of career at a salary of \$3,000 per annum, after which they will be eligible to appointment as consul of Class VI (\$3,500). No allowance is made to junior and senior interpreters, and vice consuls for tuition or for quarters, but expenses of travel between the United States and the post of duty abroad, or when traveling under orders of the Secretary of State, but not including travel in connection with leaves of absence, will be reimbursed upon the submission of accounts in accordance with the Foreign Service Travel Regulations.

16. *Duties.*—Interpreters and vice consuls are subordinate to the consular officer in charge of the post to which they may be assigned,

and it will be their duty to perform, under his direction, the work of translating and interpreting and such other duties in the office as may in the judgment of the officer in charge be necessary, including the preparation of accounts, the drafting of correspondence, the filing and recording of correspondence, the certification of invoices, notarial work, the handling of citizenship and passport cases, the coding and decoding of telegrams, and the preparation of trade reports; provided that until he shall have reached the grade of senior interpreter or the corresponding grade of vice consul, each interpreter shall be given one hour each day, within the established office hours, to be used for the purpose of study, unless, in the judgment of the officer in charge of the post, the volume of business of the office render this course impracticable.

17. *Examination for promotion.*—At the expiration of two years after appointment to the grade of junior interpreter, or equivalent grade of vice consul of career, or earlier, if in the judgment of the language officer of the mission preparation therefor has been made the following examination may be taken for promotion to the grade of senior interpreter or equivalent grade of vice consul of career, the salary of which grade is \$3,000 per annum.

EXAMINATION B.—SENIOR INTERPRETER.

1. Advanced Chinese, Japanese, or Turkish (conversation, composition, and translation from newspapers and current periodicals).
2. Political history and political institutions of the country.
3. Commercial geography, resources, and industries of the country.
4. Foreign trade of the country.
5. Elementary knowledge of the law of the country as affecting foreigners.
6. International and commercial law.
7. Consular regulations and practice.
8. French language (conversation, translation, and composition) for students in Turkey.

18. *Method of examination.*—The method of examination will be that prescribed for the grade of junior interpreter which is described in paragraph 12 of these regulations.

19. *Promotion.*—Upon successfully passing the foregoing examination junior interpreters will be promoted to the grade of senior interpreter, the corresponding grade of vice consul, assistant assessor on the mixed court at Shanghai, or vice consul, who shall, when necessary, discharge the duties of assistant language secretary of the diplomatic mission, the salary of these positions being \$3,000 a year. Thereafter said senior interpreters, vice consuls, or assistant assessors shall be eligible for promotion on the basis of efficiency as shown in the service and without further examination to the grade of language secretary at the diplomatic mission, assessor of the mixed court at Shanghai, or consul of Class VI, the salary of the first being \$3,600 and of the last two \$3,500.

GENERAL.

20. *Speedy advancement encouraged.*—The chiefs of diplomatic missions, as well as consuls general and consuls, are expected to exert every proper effort to encourage student interpreters and interpreters consistently with the other responsibilities placed upon them by these regulations to apply themselves industriously to the task of

qualifying for their examinations in order that the foreign service organization in the three countries mentioned may as speedily as possible be equipped with men conversant with the language, history, and institutions of the countries in which they are stationed.

21. *Advisory control of chiefs of mission.*—The chiefs of mission may exercise advisory control over the movements of the student interpreters and interpreters and recommend to the Secretary of State such transfer as may, in their judgment, serve the best interests of the Diplomatic and Consular Service and also have a broadening influence on the students and interpreters themselves by enabling them to acquire an intimate knowledge of conditions throughout the countries in which they are stationed. Chiefs of mission have no authority to transfer students and interpreters without the express approval of the Secretary of State in each instance.

22. *Performance of office work by students.*—Students attached to a mission may be required, in the discretion of the chief of mission, to perform some minor part of the official work of the mission, preference being given to consular work, to the end that they may gain useful knowledge of the mode of transacting official business and of the forms and practices employed therein. In Turkey work in the consulate general at Constantinople will, as far as practicable, be substituted for work in the embassy. The chief of mission will be careful, however, not to permit duties of the character mentioned to interfere with the duties of the student in acquiring a thorough knowledge of the language of the country.

23. *Injunction against marriage.*—It is desired that student interpreters and interpreters shall not marry until they shall have been in the service for a period of at least four years and shall have attained a position in the service with salary sufficient to justify them in assuming the financial responsibilities of a family.

24. *Leaves of absence.*—Officers who have been promoted to the rank of junior interpreter may be granted leave of absence for a period not to exceed 60 days, exclusive of transit time, when permission to visit the United States is expressly granted. The application for said leave of absence shall be made to the Secretary of State and must receive the approval of the officer under whom the interpreter may be serving at the time. Subsequent to the first leave of absence after the promotion to the grade of interpreter the provisions of the consular regulations governing leaves of absence will apply to the members of the corps of interpreters and vice consuls.

25. *Efficiency records.* The officers under whom students, interpreters, and vice consuls serve are required to submit annually reports upon the efficiency and conduct of each of said officers, and efficiency records for students, interpreters, and vice consuls are kept in the Department of State along with like records for other diplomatic and consular officers.

